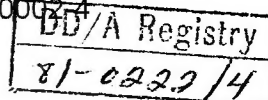


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3 FEB 1981

MEMORANDUM FOR: Deputy Director of Personnel Policy,  
Planning and Management

FROM: William N. Hart  
Acting Deputy Director for Administration

SUBJECT: Exemptions from the Hiring Freeze

1. At the end of fiscal year 1979, the Directorate of Administration was 27 under its authorized ceiling. The growing number of retirements and reassignments, when combined with the "1 for 2" hiring freeze, produced a 92-underceiling situation by the end of fiscal 1980. Although the number of hirings has increased in recent months, retirements have increased as well. At the beginning of the present month we were 101 under our fiscal 1980 ceiling. The 29-position increase in our fiscal 1981 ceiling will place us in an even more negative situation.

2. All of the Offices in this Directorate will suffer, to a greater or lesser extent, from the present freeze. I am limiting my requests for exemption, however, to those that can least afford and will suffer most dramatically from an extended freeze. The attachments are self-explanatory.

3. In light of our present situation and the probable impact of the hiring freeze on our ability to perform our mission, I request exemptions from the freeze for the following Offices listed in order of priority: Communications, Logistics, Security, and Data Processing.

7s/ William N. Hart

William N. Hart

#### Attachments

DDA/CMO/[redacted] (2Feb81)

#### Distribution:

- 0- Adse w/atts
- 1 - DDA Subj w/atts
- 1 - DDA Chrono w/o atts
- 1 - WNH Chrono w/o atts
- 1 - DDA/CMO w/atts
- 1 - EO Chrono w/o atts

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SUBJECT: Office of Communications Current & Projected Personnel Staffing

1. The Office of Communications began fiscal year 1981 100 personnel understrength (see attached chart). Should this condition continue, the following curtailment of Office of Communications services to the CIA and customer agencies will be necessary:

a. Foreign Network

(1) It will be impossible to staff the following new and expanded requirements recently received from DDO.

Expanded

New

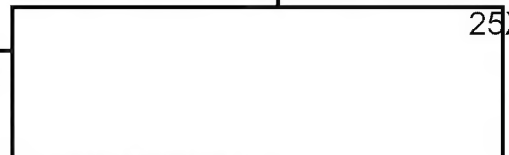


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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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traffic handling at those stations. These measure would compensate for only our current personnel shortage.

(3) In addition, should this trend continue in FY-82, the Office of Communications would be forced to eliminate [REDACTED] approximately 40 percent of the traffic now transmitted electrically would have to be sent by dispatch and pouch.

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b. Domestic Activity

Our Domestic Networks Division is now projecting an increase of 66 percent of overtime in FY-81. This figure would increase <sup>by 10% per year</sup> significantly should the current trend in under-staffing continue. In spite of the amount cited above, it is anticipated that a significant delay in response time to maintenance and repair of the Headquarters area telephone service and other domestic networks technical support due to increased demands. The [REDACTED] project will not meet the 25 June schedule. The Headquarters secure telephone service installation schedule will <sup>be</sup> also/adversely affected.

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c. Engineering

If the current trend continues, Engineering Division will be forced to curtail all activities related to design, modifications and modernization of equipment and systems such as MERCURY, SKYLINK, secure voice, etc. The majority of this Division's resources would be diverted to support and install existing

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systems, effectively prohibiting further work on recapitalization of the network.

2. To date, the Office of Communications has adopted the following short-term measures to compensate for our existing short-fall of personnel:

a. Office of Communications personnel are allowed only minimal occupational and no developmental training. This amounts to an <sup>25</sup>~~30~~ percent decrease in available training.

b. Overtime in the foreign network area has increased from 14,000 hours in FY-80 to 17,000 hours in FY-81.



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3. The impact of these measures is already evident in terms of stress-related illnesses among Commo personnel, increased attritions related to employee dissatisfaction and a steadily increasing number of personnel requesting transfer out of the Office of Communications. These factors will force the Office of Communications management to consider significant curtailment of services mentioned in para 1 above in the near future.

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